METADATA GUIDE

When using Open-Data Registration Tool to Upload New Dataset

1. Name

- Enter a name of the dataset, which gives a good indication of data content
- Make it distinguishable from other datasets

2. Link to Data

- Press the button "Upload New Dataset"

2.1. Upload files for dataset "....."

- Add data file(s)
- Shapefile (zipped) can be added as main dataset or as addition to provide

geospatial extent of data

2.2. Choose File Format

- Select the one most appropriate from the list

3. Description

- Thoroughly describe the dataset with 100-500 words
- Use terminology that can facilitate free text search

4. Keywords

- Select all relevant from the list
- To go further in the data upload press the button "next"

5. Geographic Location

- If shapefile has been added geographical location will be automatically shown
- If no shapefile has been added define the spatial extent of the dataset by either:
    - Defining a bounding box or polygon graphically on the basemap
    - Selecting one or several country boundaries
    - Entering bounding box coordinates
- OBS! Make sure to cover the spatial extent of the dataset with minimal additional area
- To go further in the data upload press the button "next"

6. License and Conditions

6.1. Access Conditions

- Select the one most appropriate from the list

6.2. License Statement

- If no predefined access condition applies, enter license as free text with a minimum of 20 words or provide link (url) to the license corresponding to usage condition of the dataset.

7. Contact Person (optional)

- Enter point of contact information
- Enter email address if available

8. Institution (optional)

- Enter Institution providing the dataset is available
- Enter organization website if available

9. Citation/DOI (optional)

- Enter citation or DOI if available

10. Data Lineage (optional)

- Describe line of data modification if available
- To go further in the data upload press the button "next"

11. Summary

- Control that information provided is correct
- To edit go back with the button "previous"

- To finalize the upload press the button "finish"

Thanks for uploading your data!